

FOREWORD

The Classified Employee Handbook, officially approved by the Henry County Board of Education on June 11, 2012, contains important information about policies, procedures, and programs of Henry County Schools. In addition, the handbook includes critical information about the duties and responsibilities of employees. Classified employees should read this handbook at the start of the school year and keep the handbook for future reference.

The Classified Employee Handbook is published annually and distributed to employees at the beginning of each school year. Inserts may be distributed as needed. Please direct questions or comments regarding the handbook to your immediate supervisor or contact the Administrative Services Department at 770-957-6601.

HENRY COUNTY BOARD OF EDUCATION

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Dr. Ethan Hildreth, Superintendent

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Board Meetings

The Henry County Board of Education holds public meetings on the second Monday of each month. Please contact the Superintendent's Office or check the website for the time and location of these meetings.

Board Policies

Please refer to the Henry County Board of Education Policy Manual for a complete list of all policies and procedures. The policy manual may be accessed via the school system website at eBoard at www.henry.k12.ga.us.

Accreditation

The Henry County School System provides quality educational programs for students. All schools in the system meet the Standards for Public Schools in Georgia, and are accredited by the Southern Association of Colleges and Schools and the Georgia Accrediting Commission.



“Ensuring Success for Each Student”

Dear Team Members,

It is a pleasure and privilege to work together on behalf of our students and the Henry County community. As we strive for student success during the 2012-13 school year, let us remember each day that our efforts truly do make a difference in the lives of children. In these efforts, please understand our strategic plan as included on the following page, and take purposeful steps to help every student succeed.

Although we each may have different job responsibilities, our purpose is the same: to help students reach their full potential. Whether we are creating a safe and comfortable learning environment, ensuring that students reach school safely, facilitating communications within the school and community, providing good nutrition for young learners and staff members, or helping directly in the classroom, we have the common mission of ensuring success for each student. Let us work together daily to this end and practice the collaboration and team effort that will help students be even more successful.

Thank you for your commitment to our schools and community and for your determination that each student in our care has an educational environment and experience that fosters success. Yours is a challenging job, but can also be one of the most rewarding jobs imaginable. By working together, we can achieve our purpose of high levels of learning for all students.

With confidence and appreciation,

Ethan J. D. Hildreth

Ethan J. D. Hildreth, Ph.D.
Superintendent



Henry County Schools Strategic Plan

<p>Purpose of the Strategic Plan</p> <p>The Henry County Board of Education recognizes the importance of systematic planning for continuous improvement of the school system and its schools.</p> <p>The District Strategic plan helps to ...</p> <ul style="list-style-type: none"> ▪ communicate the overall direction of the school system; ▪ ensure alignment of school and system goals with the education goals of the state and the local community; ▪ provide direction for the development of strategies that align with the standards of accrediting agencies; and ▪ focus the allocation of resources for maximum effectiveness, efficiency and accountability. <p>Development of the Strategic Plan</p> <p>The strategic plan is developed on a five-year cycle coinciding with the review of Southern Association of Colleges and Schools (SACS) accreditation standards. Input is obtained from students, parents, employees, and the local business, government, and civic community.</p> <p>The Henry County Board of Education approves the strategic plan, reviews the plan annually, and approves adjustments to the plan as needed.</p> <p>Accessing the Strategic Plan</p> <p>The strategic plan can be accessed via the Henry County Schools website - www.henry.k12.ga.us – click on the link located under the section titled “School System Updates.”</p> <p>The strategic plan may be viewed in either a document or a web-based format.</p>	<p>Overview of the Strategic Plan</p> <p>The following is a summary of the strategic plan:</p> <p>Our Mission</p> <p><i>Ensuring Educational Success for Each Student</i></p> <p>Our Vision</p> <p><i>from GOOD ...</i></p> <p><i>Ensuring Each Student Meets or Exceeds Grade-Level Performance Standards</i></p> <p><i>to GREAT ...</i></p> <p><i>Ensuring Each Student Graduates High School Prepared for Further Learning</i></p> <p>Our Goals</p> <p>Focus Area 1 - Student Achievement</p> <p><i>Strategic Goal 1 - Increase the high school graduation rate and improve achievement on indicators of college and career readiness.</i></p> <p><i>Strategic Goal 2 - Ensure student mastery of Georgia Performance Standards and increase achievement at advanced levels of proficiency.</i></p> <p>Focus Area 2 - Culture, Climate and Community</p> <p><i>Strategic Goal 1 - Create a safe, orderly and supportive environment for learning and teaching.</i></p> <p><i>Strategic Goal 2 - Strengthen communication and collaboration with employees, students, parents and the community.</i></p> <p>Focus Area 3 - Quality Assurance</p> <p><i>Strategic Goal 1 - Build the capacity of teachers, leaders and support personnel to produce continuous improvement in student, school and district performance.</i></p> <p><i>Strategic Goal 2 - Maximize the impact of district resources upon student achievement and ensure responsible and transparent stewardship.</i></p>
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EMPLOYMENT & EMPLOYMENT-RELATED DUTIES

At-Will Employment

Nothing in these personnel policies and procedures is intended to create a contract of employment. Employment with the Henry County Board of Education is At-Will and may be terminated at any time for any reason or for no reason at the will of the employee or employer.

Chain of Command

The school system's chain of command is designed to promote the overall effectiveness of school programs. If there is a question or problem to be resolved, staff must follow the chain of command established by their principal or department supervisor. The principal is directly responsible to their Area Executive Officer. The Area Executive Officers are directly responsible to the Assistant Superintendent of Learning and Leadership Services.

Employment

The Human Resource Services Department is responsible for recruiting applicants, coordinating the screening and background checks of applicants, and maintaining all personnel files. To fill a vacancy, the administrator reviews applications on file, conducts interviews, and refers the most qualified applicant to the Superintendent for consideration of employment. The Superintendent must recommend applicants to the Board of Education for employment and the Board must vote to approve applicants for employment.

Employment Information/Records

It is an applicant/employee's responsibility to provide the Human Resource Services Department with personnel record information. Examples of personnel record information include, but are not limited to, contact information, Social Security number, references, and tax withholding information. Work assignments will be made only after the required information has been submitted.

Employee Integrity

Employees shall exemplify honesty and integrity in the course of employment with the Henry County Board of Education. It is expected that employees will deal honestly, accurately, and responsibly with employment qualifications, work hours and time sheets (signing in and out), absenteeism and tardiness to work, expense forms, personal property, school/activity funds or property, and all work-related issues. An employee who fails to act with integrity may be subject to discipline.

Employment Opportunities

All employment opportunities within Henry County Schools are posted on the school system website: www.henry.k12.ga.us.

Notice of Equal Opportunity

The Henry County Board of Education maintains a policy of equal educational, athletic, and employment opportunity. The intent of such action is to ensure the absence of discrimination towards a particular race, color, religion, gender, handicap/disability, age, or national origin in any school, program, or school system policy which might affect the administration or treatment of students or the employment of personnel working in connection with the educational program or activity in Henry County Schools. Students and parents should bring such concerns to the attention of the principal. Employees should address such matters with their immediate supervisor. Concerns regarding this policy should be submitted in writing to the appropriate person as discussed above. For additional information, please contact Ms. Debra Delaine (Section 504/ADA Coordinator), Mr. Rodney Bowler (Title IV and Title IX Coordinator), or Mrs. April Brown (Sports Equity Coordinator). For compliance information, contact Mr. Rodney Bowler.

Code of Ethics for Educators

(1) INTRODUCTION

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

(2) DEFINITIONS

- (a) "Certificate" refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission.
- (b) "Educator" is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, "educator" also refers to paraprofessionals, aides, and substitute teachers.
- (c) "Student" is any individual enrolled in the state's public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics and Standards of Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation.
- (d) "Complaint" is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A "complaint" will be deemed a request to investigate.
- (e) "Revocation" is the invalidation of any certificate held by the educator.
- (f) "Denial" is the refusal to grant initial certification to an applicant for a certificate.
- (g) "Suspension" is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.
- (h) "Reprimand" admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.
- (i) "Warning" warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.
- (j) "Monitoring" is the quarterly appraisal of the educator's conduct by the Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period.
- (k) "No Probable Cause" is a determination by the Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action.

(3) STANDARDS

- (a) Standard 1: Legal Compliance - An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

- (b) Standard 2: Conduct with Students - An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:
1. Committing any act of child abuse, including physical and verbal abuse;
 2. Committing any act of cruelty to children or any act of child endangerment;
 3. Committing any sexual act with a student or soliciting such from a student;
 4. Engaging in or permitting harassment of or misconduct toward a student;
 5. Soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student; and
 6. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student under the educator's supervision or control (including but not limited to the educator's residence) to consume alcohol, or illegal/unauthorized drugs.
- (c) Standard 3: Alcohol or Drugs - An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:
1. Being on school premises or at a school-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs;
 2. Being on school premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc); and,
 3. Failing to monitor and/or prevent the use of alcohol or illegal or unauthorized drugs by students who are under the educator's supervision (including but not limited to at the educator's residence or any other private setting).
- (d) Standard 4: Honesty - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting or omitting:
1. professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
 2. information submitted to federal, state, local school districts and other governmental agencies;
 3. information regarding the evaluation of students and/or personnel;
 4. reasons for absences or leaves;
 5. information submitted in the course of an official inquiry/investigation; and,
 6. information submitted in the course of professional practice.
- (e) Standard 5: Public Funds and Property - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:
1. misusing public or school-related funds;
 2. failing to account for funds collected from students or parents;
 3. submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including requests for compensation based on fraudulent, purchased or plagiarized degrees, documents, or coursework);
 4. co-mingling public or school-related funds with personal funds or checking accounts;
 5. using school property without the approval of the local board of education/governing board or authorized designee; and
 6. using school system property for personal gain.
- (f) Standard 6: Remunerative Conduct - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

1. soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;
 2. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
 3. tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and,
 4. coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.
- (g) Standard 7: Confidential Information - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:
1. sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
 2. sharing of confidential information restricted by state or federal law;
 3. violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and,
 4. violation of other confidentiality agreements required by state or local policy.
- (h) Standard 8: Abandonment of Contract - An educator shall fulfill all of the terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes but is not limited to:
1. abandoning the contract for professional services without prior release from the contract by the employer; and,
 2. willfully refusing to perform the services required by a contract.
- (i) Standard 9: Required Reports - An educator shall file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to:
1. failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;
 2. failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and,
 3. failure to make a required report of any violation of state or federal law soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.
- (j) Standard 10: Professional Conduct - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the teaching profession. Unethical conduct includes, but is not limited to, any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position, or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

- (k) Standard 11: Testing - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

1. Committing any act that breaches Test Security; and,
2. Compromising the integrity of the assessment.

(4) REPORTING

- (a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of local policies and procedures and/or the chain of command for reporting unethical conduct. Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, superintendent, etc.).
- (b) The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

(5) DISCIPLINARY ACTION

- (a) The Professional Standards Commission is authorized to suspend, revoke, or deny certificates to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:
1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6-.01);
 2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6-.01);
 3. order from a court of competent jurisdiction or a request from the Department of Human Resource that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);
 4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);
 5. suspension or revocation of any professional license or certificate;
 6. violation of any other laws and rules applicable to the profession (O.C.G.A. §16-13-111); and,
 7. any other good and sufficient cause that renders an educator unfit for employment as an educator.
- (b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the superintendent's designee for certification shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GAPSC certification.

**ADMINISTRATIVE ASSISTANTS, SCHOOL OFFICE ASSISTANTS,
SCHOOL BOOKKEEPERS, & OFFICE CLERKS**

Qualifications

Administrative assistants, school office assistants, school bookkeepers, and office clerks are required to have a high school diploma. Documentation must be provided at the time of employment. Proficiency must be demonstrated according to the position for which the person is applying. Telephone and technology skills are essential.

Duties

Responsibilities for administrative and school office assistants, school bookkeepers, and office clerks include general typing, word processing, filing, handling telephone calls, and bookkeeping. Persons who hold these positions and who handle school money will follow school procedures for handling money, including writing receipts. Administrative assistants, school office assistants, school bookkeepers, and office clerks must have the ability to be regularly, predictably, and reliably at work.

For a complete listing of duties, see your principal or supervisor for a copy of the job description approved by the Henry County Board of Education.

Dress

It is the belief of the Board of Education that the environment in which employees are placed affects the productivity of employees. Administrative assistants and clerical workers are expected to be neat and to dress appropriately for their position. School Board employees must wear a photo identification badge at all times. Specific requirements regarding the dress code for administrative assistants and clerical workers include, but are not limited to, the following:

1. See-through clothing, bare shoulders, bare midriffs, shorts, T-shirts and sweatshirts are prohibited. Sweatsuits, jogging suits, and warm-ups are prohibited.
2. Females are allowed to wear sleeveless attire as long as the shirt touches the outer portion of the shoulder.
3. Blue jeans are considered inappropriate for day-to-day dress. If approved by the principal, blue jeans should be worn no more than two (2) days each month. If blue jeans are worn, they may not be overly tight or baggy, have holes or patches.
4. Flip-flops are prohibited for safety reasons. Athletic shoes are considered inappropriate for day-to-day dress. A flip-flop is defined as a sandal loosely fastened to the foot by a thong.
5. Females are prohibited from wearing body piercing jewelry (or the facsimile of) on any visible area of the body (including the tongue) other than the ear.
6. Males are prohibited from wearing body piercing jewelry (or the facsimile of) on any visible area of the body (including the tongue).
7. Male employees may not wear their hair in "pony tails" or braids.
8. The length of the hair for males may not extend below the bottom of the shirt collar.

Illness

The principal or his/her designee is to be contacted according to the established procedures at the school if the administrative assistant or clerical worker is too ill to report to work. Medical documentation may be required any time employees are absent due to illness or whenever questions arise concerning approval of requests for sick leave. Unsubstantiated and/or unapproved leave will be entered Leave Without Pay (LWOP), and will be investigated for further employment action.

Professional Ethics

Administrative assistants and clerical workers are in a position to be knowledgeable of confidential information regarding students and staff members. Communicating such information with others in the school or in the community is considered a breach of ethics and, as such, is a dismissal offense. Failure to maintain confidentiality may result in immediate termination.

CUSTODIAL & MAINTENANCE PERSONNEL

Qualifications

Applicants for custodial and maintenance positions must demonstrate the skills required for individual job descriptions.

Duties

The duties of custodial and maintenance personnel include securing and being responsible for tools and equipment. It is especially important for these employees to keep track of keys to school facilities. Supplies that are needed should be requested promptly from the person's immediate supervisor. School-based personnel should make requests for supplies to the principal. Custodial and Maintenance Personnel must have the ability to be regularly, predictably, and reliably at work.

For a complete listing of the duties of custodial and maintenance personnel, see your principal or supervisor for a copy of the job description approved by the Henry County Board of Education.

Dress

It is the belief of the Board of Education that the environment in which employees are placed affects the productivity of employees. Custodial and maintenance personnel are expected to be neat and to dress appropriately for their position. School Board employees must wear a photo identification badge at all times. Specific requirements regarding the dress code for custodial and maintenance personnel include, but are not limited to, the following:

1. Where uniforms are furnished by the school system, they must be worn during the work day and kept neat and clean. Uniforms are not to be worn at other times.
2. Any clothing (including T-shirts, caps, or hats) that has suggestive, harassing, or obscene words, pictures or symbols is not to be worn. Examples include pictures or slogans conveying acceptance or promotion of alcohol and/or drugs or having sexual overtones.
3. Shoes shall be closed-toed or safety-type as needed for the duty assigned.
4. Females are prohibited from wearing body piercing jewelry (or the facsimile of) on any visible area of the body (including the tongue) other than the ear.
5. Male employees may not wear their hair in "pony tails" or braids.
6. The length of the hair for males may not extend below the bottom of the shirt collar.
7. Males are prohibited from wearing body piercing jewelry (or the facsimile of) on any visible area of the body (including the tongue).
8. Where appropriate, employees shall wear and/or use appropriate safety equipment.

Drug Testing

All employees who operate any motorized vehicle provided by the Board of Education are required to be tested for misuse of alcohol or use of controlled substances. Such tests include pre-employment and/or pre-duty testing, reasonable suspicion testing, random testing, post-accident alcohol and controlled-substance testing, and follow-up testing. In addition to testing for alcohol abuse, the Henry County School District reserves the right to require tests for the use of marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines (including methamphetamines), and any other illegal substance.

The selection of drivers for random testing is made by a scientifically valid method to ensure that each covered employee has an equal chance of being tested each time a selection is made. Drivers who are notified that they have been selected for random testing must proceed to the test site immediately or at the designated time. In the event of an accident involving a motorized vehicle that is the property of the Board, the driver(s) of the vehicle must be tested immediately after the accident. Drivers cannot refuse to submit to such tests while employed by the Henry County Board of Education. Drivers are required to inform their supervisor, in writing, of any therapeutic drug use prior to operating a motorized vehicle that is the property of the Board. **Failure to submit to a required drug test may result in termination.**

Illness

Custodial and maintenance personnel are to contact their immediate supervisor, according to the established procedures at the school or department, when sick and unable to come to work. Medical documentation may be required any time employees are absent due to illness or whenever questions arise concerning approval of requests for sick leave. Unsubstantiated and/or unapproved leave will be entered Leave Without Pay (LWOP), and will be investigated for further employment action.

PARAPROFESSIONALS

Qualifications

Qualifications for employment of teacher paraprofessionals are set by the state. All Georgia paraprofessionals must hold a valid state certificate issued by the Professional Standards Commission. The Clear Renewable Paraprofessional Certificate is valid for five(5) years and holders must be aware of the renewal requirements associated with this certificate.

To be eligible for the Clear Renewable Certificate, the applicant must:

1. Pass a criminal record check;
2. Hold an Associate's Degree or higher in any subject; **OR** have completed two (2) years of college coursework (60 semester or 90 Quarter hours); **OR** have passed a PSC-approved paraprofessional assessment. If eligibility is established through the assessment, the applicant must also hold a minimum of a high school diploma or GED equivalent;
3. Be employed as a paraprofessional in a Georgia school system.

Paraprofessional certificates issued prior to September 1, 2006, did not have the eligibility requirements outlined above. Holders of Paraprofessional Certificates that expire on or after June 30, 2009, must meet these eligibility requirements in order to renew the certificate.

Acquiring and Renewing a Certificate

The Clear Renewal Paraprofessional Certificate is valid for five(5) years, with the beginning date of the first 5-year certificate to be the date of employment and the ending date to be June 30 of the fifth certificate year.

Renewal of a valid paraprofessional certificate may be accomplished by earning six(6) semester hours or ten (10) quarter hours of college course work or ten (10) Professional Learning Units (PLUs), or ten (10) Continuing Education Units (CEUs). A criminal record check will be required to renew the paraprofessional certificate. Information concerning Professional Learning opportunities can be found on the school system's website. Additional information regarding renewal requirements can be found on the Georgia Professional Standards Commission website, www.gapsc.com.

All school system personnel, including paraprofessionals, are encouraged to maintain a file containing copies of all licenses and documents pertaining to renewal.

Employment and Salary Levels

Paraprofessionals will be paid either at the *Paraprofessional I* or *Paraprofessional II* level. Employees who meet the qualifications to hold a Paraprofessional Certificate will be classified, as a minimum, as a *Paraprofessional I*. Employees who also have earned a minimum of 60 semester or 90 quarter hours of college credit are eligible for placement on the salary schedule as a *Paraprofessional II*. It is the responsibility of the employee to inform the Human Resource Services Department that he/she is eligible, and to provide the Human Resource Services Department with all of the necessary documentation to verify and support such placement.

Duties

The paraprofessional is to work directly with individuals or small groups of students in the classroom under the supervision of the assigned teacher. Other activities, such as preparing bulletin boards and instructional materials, may be carried out provided that they do not take away from school instruction time and are approved or assigned by the principal. When there is a substitute teacher, the paraprofessional will carry out the same duties as with the paraprofessional's supervising teacher.

The media paraprofessional is to work under the supervision of the media specialist. Duties will include filing, assisting with the checkout of media materials, and other activities that contribute to student and teacher use of media materials.

The management and discipline of students is the direct responsibility of the teacher. Paraprofessionals are encouraged to discuss with their supervising teachers techniques for working with students so as to maintain good classroom behavior. Also, paraprofessionals should ask their supervising teachers if there is any student disability of which the paraprofessional needs to be aware and what procedures to follow when the paraprofessional is working with the student. Paraprofessionals must have the ability to be regularly, predictably, and reliably at work.

For a complete description of the duties of paraprofessionals, see your principal for a copy of the job description approved by the Henry County Board of Education.

Dress

It is the belief of the Board of Education that the environment in which employees are placed affects the productivity of employees. Paraprofessional personnel are expected to be neat and to dress appropriately for their position. School Board employees must wear a photo identification badge at all times. Specific requirements regarding the dress code for paraprofessional personnel include, but are not limited to, the following:

1. Men may wear "school shirts" in lieu of shirts and ties. This type shirt must have a button collar and must have an embroidered or screen-printed school logo or identification, preferably above the left-pocket area. The school logo or identification must be specific to the school to which the employee is currently assigned. The shirt may be long- or short-sleeved.
2. See-through clothing, bare shoulders, bare midriffs, shorts, T-shirts and sweatshirts are prohibited.
3. Female employees are permitted to wear sleeveless attire as long as the shirt touches the outside of the shoulder.
4. Personnel who work in lab settings, such as art or vocational labs, may wear aprons, smocks or lab coats to help protect their clothes.
5. Personnel who work in lab settings, such as art or vocational labs, shall wear closed-toe shoes for safety reasons.
6. Sweatsuits, jogging suits, and warm-ups are prohibited except as a part of physical education attire.
7. Blue jeans are considered inappropriate for day-to-day dress. If approved by the principal, blue jeans should be worn no more than two (2) days each month. If employees are allowed to wear blue jeans, they shall not be baggy, tight, have holes, or patches.
8. Flip-flops are prohibited for safety reasons. Athletic shoes, except those worn when teaching physical education, are also prohibited. A flip-flop is defined as a sandal loosely fastened to the foot by a thong.
9. Male employees may not wear their hair in "pony tails" or braids. The length of the hair for males may not extend below the bottom of the shirt collar.
10. Females are prohibited from wearing body piercing jewelry (or the facsimile of) of any visible area of the body (including the tongue) other than the ear.
11. Males are prohibited from wearing body piercing jewelry (or the facsimile of) of any visible area of the body (including the tongue).

It is understood that, on certain days, exceptions to the dress code may be made. Days involving special activities or field trips are part of the normal routine for schools and the dress for those days should reflect the activities taking place. It is expected that a reasonable number of these days will take place during the year. The principal or department supervisor will make decisions about situations where exceptions to the dress code will be allowed.

Reporting to Work

Paraprofessionals are to sign in upon arriving at school in the morning and to sign out at the end of their workday.

Illness

Any paraprofessional who is unable to report for duty due to illness should contact the principal or his/her designee according to established procedures. Medical documentation may be required any time employees are absent due to illness or whenever questions arise concerning approval of requests for sick leave. Unsubstantiated and/or unapproved leave will be entered Leave Without Pay (LWOP), and will be investigated for further employment action.

SCHOOL NUTRITION PERSONNEL

The principal of the school supervises school nutrition personnel with assistance from the School Nutrition Manager and the Director of School Nutrition.

Qualifications

The School Nutrition Manager is required to have a high school diploma or a Graduate Equivalency Diploma (GED). Proficiency in performing duties is required. A person holding this position must be at least minimally certified free from communicable diseases. Prior to beginning work, the applicant must submit a doctor's certificate stating that the person is physically able to do the work required. The individual is responsible for any costs incurred for the doctor's certificate.

Duties

The manager's duties will include supervision of School Nutrition Assistants, preparation and serving of food, bookkeeping pertaining to the operation of the school lunch program, and other such duties required to maintain high standards of safety and cleanliness in the kitchen. School procedures are to be followed in handling school lunch monies. Any problem or accident occurring in the kitchen or on cafeteria premises is to be reported immediately to the principal.

Duties of the School Nutrition Assistant include following work schedules prepared by the School Nutrition Manager, preparing food, and operating and maintaining kitchen equipment. The School Nutrition Assistant is expected to adhere to sanitation requirements and to abide by safety rules and regulations. School Nutrition Personnel must have the ability to be regularly, predictably, and reliably at work.

For a complete listing of the responsibilities of the School Nutrition Manager and the School Nutrition Assistant, see your principal for a copy of the job descriptions approved by the Henry County Board of Education.

Dress

It is the belief of the Board of Education that the environment in which employees are placed affects the productivity of employees. School Nutrition personnel are expected to be neat and to dress appropriately for their position. School Board employees must wear a photo identification badge at all times. Specific requirements regarding the dress code for school nutrition personnel include but are not limited to the following:

1. Dress is to comply with health regulations. School Nutrition Managers must wear uniforms that are white or that conform in color with the uniforms of the other workers in the kitchen. School Nutrition Assistants must wear uniforms daily and should dress alike.
2. Sleeveless clothing is not allowed.
3. Closed-toed, closed-back, hard-top shoes are required. Athletic shoes are not acceptable. Shoes must be slip-resistant certified.
4. Hairnets are to be worn at all times by all SNP employees.
5. Females are prohibited from wearing body piercing jewelry (or the facsimile of) on any visible area of the body (including the tongue) other than the ear.
6. Males are prohibited from wearing body piercing jewelry (or the facsimile of) on any visible area of the body (including the tongue).
7. All fingernails must be kept short. Fingernail polish is not allowed. Acrylic nails or any variation of nail enhancement is prohibited.
8. Blue jeans are considered inappropriate for day-to-day dress. If approved by the principal, blue jeans should be worn no more than two (2) days each month. If employees are allowed to wear blue jeans, they shall not be baggy, tight, have holes or patches.

Training

School Nutrition Managers are required to complete thirty (30) clock hours of training each year plus the twelve (12) clock hours of in-service provided for all School Nutrition employees. Participation in training sessions is considered a job-related responsibility. One (1) day of the monthly salary will be deducted

for each day of training missed. Training is provided by Henry County Schools.

For School Nutrition Assistants, twelve (12) clock hours of in-service training are required annually. Participation in training sessions is considered a job-related responsibility. One (1) day of the monthly salary will be deducted for each day of training missed.

All new employees must complete the Orientation for New Employees (ONE) course. This training is provided by Henry County Schools and must be completed within the first (1st) year of employment. School Nutrition employees are paid for the additional time required to attend this class.

Illness

The principal or his/her designee is to be contacted according to established procedures if the school nutrition manager is ill and unable to report to work. The School Nutrition Manager is to be contacted according to established procedures if the School Nutrition Assistant is unable to report to work. The manager will be responsible for obtaining a substitute. Medical documentation may be required any time employees are absent due to illness or whenever questions arise concerning approval of requests for sick leave. Unsubstantiated and/or unapproved leave will be entered Leave Without Pay (LWOP), and will be investigated for further employment action.

TECHNOLOGY SERVICES PERSONNEL

Qualifications

Applicants for Technology Services positions must demonstrate the skills required for individual job descriptions.

Duties

For a complete listing of the duties of Technology Services classified personnel, see your supervisor for a copy of the job description approved by the Henry County Board of Education. Technology Services Personnel must have the ability to be regularly, predictably, and reliably at work and available for on-call duties. ISP may be required for unscheduled work in emergency circumstances.

Dress

It is the belief of the Board of Education that the environment in which employees are placed affects the productivity of employees. Technology Services personnel are expected to be neat and to dress appropriately for their position. School Board employees must wear a photo identification badge at all times. Specific requirements regarding the dress code for classified personnel in the Technology Services Department include, but are not limited to, the following:

1. Business casual attire is considered appropriate work attire. School shirts may be worn in lieu of shirts and ties. This type shirt must have a button collar and must have an embroidered or screen-printed school district logo or identification, preferably above the left-pocket area. The shirt may be long- or short-sleeved.
2. Any clothing (including T-shirts, caps, or hats) that has suggestive or obscene words, pictures or symbols is not to be worn. Examples include pictures or slogans conveying acceptance or promotion of alcohol and/or drugs or having sexual overtones.
3. Blue jeans or Denim pants are considered inappropriate for day-to-day dress.
4. Appropriate footwear is required based on job functions (i.e., technicians must wear closed-toed shoes).
5. Females are prohibited from wearing body piercing jewelry (or the facsimile of) on any visible area of the body (including the tongue) other than the ear.
6. Male employees may not wear their hair in "pony tails" or braids.
7. The length of the hair for males may not extend below the bottom of the shirt collar.
8. Males are prohibited from wearing body piercing jewelry (or the facsimile of) on any visible area of the body (including the tongue).

Drug Testing

All employees who operate any motorized vehicle provided by the Board of Education are required to be tested for misuse of alcohol or use of controlled substances. Such tests include pre-employment and/or pre-duty testing, reasonable suspicion testing, random testing, post-accident alcohol, controlled substance testing, and follow-up testing. In addition to testing for alcohol abuse, the Henry County School District reserves the right to require tests for the use of marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamine) and any other illegal substance.

The selection of drivers for random testing is made by a scientifically valid method to ensure that each covered employee has an equal chance of being tested each time a selection is made. Drivers who are notified that they have been selected for random testing must proceed to the test site immediately or at the designated time. In the event of an accident involving a motorized vehicle that is the property of the Board, the driver(s) of the vehicle must be tested immediately after the accident. Drivers cannot refuse to submit to such tests while employed by the Henry County Board of Education. Drivers are required to inform their supervisor, in writing, of any therapeutic drug use prior to operating a motorized vehicle that is the property of the Board. **Failure to submit to a required drug test may result in termination.**

Illness

Technology Services employees are to contact their immediate supervisor according to established procedures when sick and unable to come to work. Medical documentation may be required any time employees are absent due to illness or whenever questions arise concerning approval of requests for sick leave. For all sick leave appointments made in advance, documentation must be provided at the time leave is requested (i.e. appointment cards or email reservations). Unsubstantiated and/or unapproved leave will be entered Leave Without Pay (LWOP), and will be investigated for further employment action.

Professional Ethics

Technology Services employees are in a position to be knowledgeable of confidential information regarding staff and students. Communicating such information with others in the school or in the community is considered a breach of ethics and, as such, is a dismissal offense.

TRANSPORTATION SERVICES PERSONNEL

Qualifications

Bus driver requirements include having a high school diploma or GED, a CDL driver's license, passing an annual physical examination, drug testing, and attending the Driver's Safety Program provided by the Georgia Department of Education. For other positions in Transportation Services, individuals must demonstrate the skills required for specific job descriptions.

Duties

Persons employed as bus drivers are expected to enforce student bus conduct regulations set by the Henry County Board of Education. A copy is given to each bus driver annually. Bus drivers are expected to obey state and local regulations regarding the operation of a school bus. The Director of Transportation or his/her designee should be notified immediately if there is an accident involving a school bus. The duties of shop personnel include securing and being responsible for tools and equipment. Supplies that are needed should be requested promptly from the person's immediate supervisor. For a complete listing of the duties of bus drivers or other positions in Transportation Services, see your supervisor for a copy of the job description approved by the Henry County Board of Education. Transportation Services personnel must have the ability to be regularly, predictably, and reliably at work.

Dress

It is the belief of the Board of Education that the environment in which employees are placed affects the productivity of employees. Employees are expected to be neat and to dress appropriately for their position. School Board employees must wear a photo identification badge at all times. Specific requirements regarding the dress code for Transportation Services personnel include, but are not limited to, the following:

1. Where uniforms are furnished by the school system, they must be worn during the work day and kept neat and clean. Uniforms are not to be worn at other times.
2. Any clothing (including T-shirts, caps, or hats) that has suggestive, harassing, or obscene words, pictures or symbols is not to be worn. Examples include pictures or slogans conveying acceptance or promotion of alcohol and/or drugs or having sexual overtones.
3. Shorts must be no more than four (4) inches above the knee.
4. Closed-toed shoes are required. Backless shoes are prohibited.
5. Females are prohibited from wearing body piercing jewelry (or the facsimile of) on any visible area of the body (including the tongue) other than the ear.
6. Male employees may not wear their hair in "pony tails" or braids.
7. The length of the hair for males may not extend below the bottom of the shirt collar.
8. Males are prohibited from wearing body piercing jewelry (or the facsimile of) on any visible area of the body (including the tongue).

Drug Testing

All employees who operate any motorized vehicle provided by the Board of Education are required to be tested for misuse of alcohol or use of controlled substances. Such tests include pre-employment and/or pre-duty testing, reasonable suspicion testing, random testing, post-accident alcohol, controlled substance testing, and follow-up testing. In addition to testing for alcohol abuse, the Henry County School District reserves the right to require tests for the use of marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines (including methamphetamines), and any other illegal substance.

The selection of drivers for random testing is made by a scientifically valid method to ensure that each covered employee has an equal chance of being tested each time a selection is made. Drivers who are notified that they have been selected for random testing must proceed to the test site immediately or at the designated time. In the event of an accident involving a motorized vehicle that is the property of the Board, the driver(s) of the vehicle must be tested immediately after the accident.

Drivers cannot refuse to submit to such tests while employed by the Henry County Board of Education. Drivers are required to inform their supervisor, in writing, of any therapeutic drug use prior to operating a motorized vehicle that is the property of the Board. ***Failure to submit to a required drug test may result in termination.***

Training

All bus drivers are expected to read the Classified Employee Handbook and the Driver's Manual. All bus drivers are required to participate annually in the Driver Safety Education Program provided by the Georgia Department of Education. Any driver who cannot attend the program held in Henry County must attend in another county. Annual training is a condition of employment.

Illness

If a bus driver or other Transportation Services staff member is ill and unable to report to work, he/she should contact Transportation Services according to established procedures and within required timeframes. Medical documentation may be required any time employees are absent due to illness or whenever questions arise concerning approval of requests for sick leave. Unsubstantiated and/or unapproved leave will be entered Leave Without Pay (LWOP), and will be investigated for further employment action.

COMPENSATION & EMPLOYEE BENEFITS

After School Enrichment Program (ASEP)

Employees of the school system who receive benefits are eligible for a discount toward ASEP tuition. Please contact the school ASEP coordinator for additional information.

Compensation

All personnel will be paid monthly. Vouchers will be issued the last working day of each month. It is especially important that each employee keep their address current with the Central Office. Salary schedules are available on the Henry County Schools' website www.henry.k12.ga.us.

Verification of prior service in the same position with an accredited public and/or private educational institution may merit an appropriate salary adjustment. However, a salary adjustment will not be made if the verification is received after sixty (60) days of the hire date. In any case, adjustments will not extend retroactively to a previous fiscal year.

Deferred Compensation

Peach State Reserves (PSR) is a voluntary retirement benefit plan that offers a participant the opportunity to invest money toward securing the retirement that he/she envisions. PSR offers two deferred compensation defined contribution plans in compliance with the Internal Revenue Code Section 457 and 401 (k) enabling participants to save for retirement on a tax-deferred basis.

Dental Care Program

All full-time employees are eligible to participate in the Dental Care program. The program includes various coverage tiers and is funded through payroll deduction.

Flexible Benefit Plan (Cafeteria Plan)

All employees have the option of exempting qualified withholdings from federal and state taxes as approved by the Internal Revenue Service. Contact the Benefit Office for additional information.

Flexible Spending Accounts

An employee may direct a part of their pay, on a pre-tax basis, into a special account that can be used to reimburse the employee for dependent day care expenses and/or unreimbursed medical expenses.

Georgia United Credit Union

The Georgia United Credit Union is a cooperative savings and lending organization owned and operated by its members. All employees of Henry County Schools and members of their household are eligible for membership.

Health Insurance

All full-time employees are eligible to participate in the State of Georgia Health Benefits Plan. The state and local system contribute a major portion of the cost, with the remainder of the cost being paid by the employee through payroll deductions.

Life Insurance

The Henry County Board of Education provides a \$10,000.00 life insurance policy for all full-time employees subject to appropriate funding; however, said life insurance policies are contingent on continued funding, which may be provided or withdrawn by the Henry County Board of Education at any time. A voluntary life insurance option is offered to full-time employees and their dependents. This insurance is funded through payroll deductions. Contact the Benefits Office for additional information.

Retirement Benefits

Paraprofessionals and administrative assistants are required to participate in the Georgia Teacher Retirement System. Non-certificated employees in a supervisory role are eligible to participate in the Georgia Teacher Retirement System. All other non-certificated personnel are required to participate in the Georgia Public School Employee Retirement System. Retirement information is available upon request from the Benefits Office. In the event you change positions that will qualify you for Teachers'

Retirement, it is your responsibility to contact the Benefits Office for information.

Savings Bonds

United States Savings Bonds may be purchased through payroll deduction.

Social Security

All employees are covered by Social Security and are required to participate. The Henry County Board of Education pays a matching amount for all employees.

Student Accident Insurance

Student accident insurance is available to employees on the same basis that it is available to students enrolled in Henry County Schools. Contact your principal/supervisor for additional information.

School Activity Passes

Employee picture identification cards are issued to all full-time employees of Henry County Schools. These cards also serve as school activity passes for employees. Use of the activity pass is limited to regularly scheduled activities. The pass is not valid for one-time events or events that are not regularly scheduled, including playoffs and tournaments, regardless of where these events take place. The activity pass entitles the employee to gain free admittance for one (1) other person provided the employee accompanies the person.

Sick Leave Accrual

Employees considered full-time in their position earn 1¼ days of sick leave per month of service. According to state policy, new employees may transfer up to 45 days of sick leave from another Georgia school system or state agency. Employees may accrue unused sick leave days while employed in Henry County Schools. However, the number of days accrued will not be applied in any manner that conflicts with Board policy pertaining to limitations regarding the transfer of sick leave days or the application of sick leave in the Sick Leave Financial Exchange Program.

Sick Leave Bank

Employees who are eligible for sick leave accrual may join the Henry County Schools' Sick Leave Bank for the purpose of being provided with sick leave after their leave has been exhausted. Employees who elect to become members of the Sick Leave Bank are required to contribute part of their accumulated sick leave to the Bank. Withdrawals from the Sick Leave Bank will be considered only for personal illness and/or personal temporary disability considered catastrophic in nature, and when all leave time has already been exhausted. Contact your principal, supervisor, or the Human Resource Services Department for additional information.

An employee may donate up to ten (10) sick leave days to his or her spouse if such spouse is also an employee of the Henry County Board of Education, for the purpose of maternity leave, illness, illness of a family member, or death of a family member.

An Open Enrollment period for Sick Leave Bank is held every year. An employee may join if they have two days of leave available to contribute on December 31 of the prior year.

Sick Leave Bank will run concurrent with leave under the Family and Medical Leave Act (FMLA).

Sick Leave Financial Exchange

The schedule of financial exchange for unused sick leave at the time of the employee's separation from Henry County Schools, for employees who have worked full-time in Henry County Schools for a minimum of five (5) years, is as follows:

1. Less than 41 days - none
2. 41 through 145 days (inclusive) - \$15.00 per day

Employees must apply, in writing, to Human Resource Services.

Vision

All full-time employees are eligible to enroll in a vision program for the cost of the membership fee. This membership will entitle employees to savings for vision examination and purchase of vision needs.

Workers' Compensation

Workers' Compensation is a state-mandated benefits program that is paid for by Henry County Schools. Any employee who is injured on the job must IMMEDIATELY report the injury to his/her supervisor. If professional medical care is needed for the injury, the law requires the employee to select from an approved physicians' list posted at the school or facility. Should an employee choose to receive medical care from a physician who is not on the approved list, such care would be considered unauthorized and the school system would not be responsible for the cost. Absences related to Workers' Compensation will run concurrent with leave under the Family and Medical Leave Act (FMLA).

LEAVES & ILLNESSES

Sick Leave

The following information and procedures reflect Georgia Department of Education policies, Henry County Board of Education policies, and Georgia law:

1. Accrued sick leave may be used for the following:
 - a. Personal illness, physical disability (including disability related to maternity) or injury.
 - b. Absence necessitated by exposure to contagious disease.
 - c. Absence due to illness or death in the employee's immediate family. For the purpose of sick leave, the term "immediate family" is defined as the father, mother, brother, sister, child, husband, or wife of the employee, or a relative living in the residence of the employee.
2. Personnel employed after the opening of school will receive their pro-rata share of the total days of sick leave earned annually (based on 1 1/4 days earned per month of service).
3. Sick leave days not used will be accrued.
4. Sick leave earned after July 1, 1978, and not used, will be credited to employees and shall be transferred with employees when they change employment from the Henry County Board of Education to another public school board of education in Georgia provided the employees' new position is covered by State policy. The transfer of such sick days will not exceed 45 days.
5. Personnel employed on a part-time basis are entitled to receive their pro-rata share of sick leave.
6. Employees who are absent from work in excess of accrued sick leave and entitlement from the present year will have deducted from their regular pay one day's salary for each day absent. After all accrued sick leave has been used, deductions for any additional absence is made the month immediately following the absence(s).
7. Medical documentation may be required any time employees are absent due to illness, or whenever questions arise concerning approval of requests for sick leave. The principal/supervisor may require a medical release to return to work.
8. Employees may not use more than three (3) days of their total sick leave accrual in a year as personal leave.
9. For any absence lasting 10 or more days, or any possible Family and Medical Leave Act (FMLA) qualifying absence, an employee must apply for FMLA with the Human Resource Services-FMLA Office.
10. Sick leave will run concurrently with FMLA.

Bereavement Leave

Bereavement leave may be used for absence due to death in the employee's immediate family. An employee shall be allowed three (3) days of bereavement leave for absence due to "family death" in the immediate family. **Immediate Family** means father, mother, brother, sister, child, husband, wife, grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law of the employee concerned, or a relative living in the residence of the employee. This leave shall not be deducted from the employee's accumulated sick leave. Bereavement leave must be used within seven (7) days of the death of the employee's immediate family member.

Personal Leave

Employees may use up to three (3) days of sick leave for personal reasons. If an employee should not have sick leave available, then personal leave will not be available. Employees are responsible for securing prior approval from the principal or other supervisor in charge of leave prior to taking any leave. Any absence caused by severely inclement weather will be counted as personal leave. When such extenuating circumstances occur, the employee shall contact the principal/supervisor for verbal approval. Personal leave will be deducted from the employee's accumulated sick leave. Contact your supervisor for additional information.

Professional Leave

The use of professional leave requires prior approval by the employee's principal or immediate supervisor. Approved absences for professional purposes will not affect sick leave or personal leave days.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave (FMLA) provides job and benefit protection for up to 60 scheduled work days (hereinafter called 60 days) for eligible employees with qualifying reasons. The 12-month period will be measured from the date FMLA leave is first used. Family and Medical Leave runs concurrently with Sick Leave, Vacation, Personal Leave, Sick Leave Bank, Workers' Compensation, and Leave Without Pay, except as otherwise required by law. The employee is required to use all available paid leave (sick/personal/vacation) while on FMLA, except as otherwise required by law.

Full-time employees are eligible for a maximum of 60 days of FMLA (paid and/or unpaid) leave during a 12-month period:

1. When the employee is unable to work because of a serious health condition.
2. To care for an employee's qualifying family member**with a serious health condition.
3. The birth of a child to the employee.
4. The first year care of an employee's child.
5. The adoption or foster parent placement of a child with an employee.
6. Any period of incapacity or treatment for a chronic serious health condition of an employee which, continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider and may involve occasional episodes of incapacity (intermittent FMLA).
7. For "qualifying exigencies" arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty, or has been notified of a call to active duty in support of a contingency operation.
8. Eligible employees who are a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces with a serious injury or illness (incurred in the line of duty on active duty and that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating) may be granted up to 26 work weeks of job-protected leave in a "single 12-month period" to care for the service member.

**** Qualifying Family member:**

- Child (biological, adoptive, step, or foster children, legal wards, or a child of a person standing in loco parentis of the employee.) Note: Child must be either under the age of 18, or age 18 and older and "incapable of self-care because of a mental or physical disability" at the time FMLA leave is to commence.
- Parent (biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter.)
- For purposes of military caregiver leave under FMLA, next of kin of a covered service member means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter in the following order of priority: Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under FMLA.
- Spouse
- Note: In-laws, grandparents, siblings, and other extended family members are NOT covered by FMLA.

If an employee meets one of the above qualifying reasons for any illness and/or absence lasting three or more days, the employee may apply for FMLA.

For any absence lasting 10 or more days, an employee must apply for FMLA with the Human Resource Services-FMLA Office. An employee who is absent for 6 – 9 days out of a consecutive 10, then has

subsequent multiple-day period(s) of absence is considered to be avoiding applying for a leave of absence.

Ten (10) or more days (consecutive and/or cumulative) of leave (including paid sick leave) not covered by FMLA could be considered excessive absences and could result in an attendance and/or performance issue.

Failure by the employee to provide supporting documentation for the absence may result in all absence time applying toward the exhaustion of the 60 days of FMLA. No employee will be allowed more than a total of 60 days, paid and/or unpaid, for leave that qualifies under FMLA, unless otherwise required by law. In the event an employee's spouse is also employed with Henry County Schools and is eligible for FMLA Leave, the total combined time allowed to both employees for the birth, placement of a child or the care of a child or parent will not exceed 60 days in a 12-month period unless a longer period is required by law.

A "Request For Family and Medical Leave" form and/or appropriate documentation certifying the qualifying reasons for FMLA should be completed and submitted to the Human Resource Services-FMLA Office along with medical certification. The complete FMLA application must be submitted thirty (30) calendar days in advance of the effective date of the leave when the need for FMLA leave is foreseeable. When the need for FMLA leave is not foreseeable, this form should be submitted within two(2) days of when the need for FMLA leave becomes known to the employee.

Failure to provide written notice in the form of FLMA application (to include supporting documentation) within 15 days of the first absence could result in automatic denial of FMLA and possible employment action.

Employees who are approved for a FMLA Leave due to their own serious health condition will be required to present a medical release. Failure to provide such information will prevent the employee from returning to work.

If an employee exhausts the 60-day FMLA maximum and their FMLA 12-month period ends prior to the employee's return to work, the employee must work 30 (scheduled work days) prior to qualifying for a new FMLA year.

If an absence extends beyond the 60 days FMLA maximum for FMLA 12-month period, the position may be posted and the employee may be replaced by a permanent employee. If the absence is related to the employee's own serious medical condition, the employee may qualify for Approved Extended Leave, which enables the employee to continue benefits. Upon release to return to work by the employee's treating physician, the employee may apply for re-employment through the Human Resource Services Department.

Excepted Absences

The following absences are not counted as sick or personal leave absences:

1. Jury duty or response to a lawfully issued subpoena involving school-related matters, or in response to civic duty.
2. Military duty (within limits prescribed by Georgia law and Georgia Board of Education policy).
3. Professional leave.

GENERAL INFORMATION

AIDS Information

Information on Acquired Immune Deficiency Syndrome (AIDS) is offered to all employees annually.

Alternative Certification & Non-Traditional Degree Programs

Due to the large number of alternative certification programs and the increase of internet/online college degree programs in and outside the state of Georgia, it is highly recommended that employees who are interested in such programs obtain, in writing, information from the Georgia Professional Standards Commission regarding the accreditation and certification of the program in which they are interested prior to enrolling in the program.

- The status of college accreditation may be obtained at the website: www.sacs.org.
- The certification status of a college degree program may be obtained from:
Georgia Professional Standards Commission
Two Peachtree Street, Suite 6000
Atlanta, Georgia 30303-3141
404-232-2500
www.gapsc.com

Asbestos Plan

The Henry County Board of Education has a state-approved asbestos plan. A copy of this plan is available in the principal's office. For more information relating to asbestos, please contact the Facilities Department.

Body Fluids

It is extremely important that all employees receive direction in clean-up procedures relating to body fluids. Both written and video instruction will be provided to all employees prior to the beginning of each school year. No employee should attempt to clean up any body fluid in any manner other than as instructed by the school system.

Child Abuse

Georgia law, as well as Henry County Board of Education policy, includes mandated procedures for reporting suspected child abuse or neglect to the appropriate officials. Employees are required to follow these procedures. For more information on the reporting of child abuse, contact your principal/supervisor, school social worker, or the Administrative Services Department.

Complaints and/or Grievances

Please refer to local board policy GAAA(2)/JAA(2), Grievance Procedures, for detailed procedures relating to employee complaints alleging discrimination based on race, color, national origin, religion, gender, age, handicapping condition, or veteran status.

Confidentiality

Much of what personnel may see or hear in schools is confidential by law. Any information concerning student achievement and behavior is confidential. The confidentiality rights of students are protected through state and federal regulations, and employees become liable for protecting students' rights. Confidential information regarding students or staff is not to be discussed in the community. A breach of this confidentiality can result in termination of employment.

Crisis Counseling

In the event of a crisis situation at a school, the Learning and Leadership Services Department will implement a plan for counseling support for students and staff members affected by the crisis. Contact the Learning and Leadership Services Department for additional information.

Drugs and Alcohol

The Board of Education absolutely prohibits any employee from using, possessing, selling, exchanging, conspiring to possess or distribute, delivering, or manufacturing any illegal drug, controlled substance, dangerous drug, or alcohol on school property. Notwithstanding any provision of this policy to the contrary, the Board specifically reserves its right to terminate any employee who violates this policy whether or not a criminal conviction is imposed and regardless of the employee's prior record.

All employees who operate any motorized vehicle provided by the Board of Education are required to be tested for misuse of alcohol or use of controlled substances. Such tests include pre-employment and/or pre-duty testing, reasonable suspicion testing, random testing, post-accident alcohol, controlled substance testing, and follow-up testing.

Compliance with this policy is one condition of employment with the Henry County Board of Education.

Any of the following acts is a serious violation of the law and is punishable by fine and/or imprisonment:

1. Possessing, using, selling, giving away, bartering, exchanging or distributing any drug or substance declared unlawful.
2. Possessing, using, giving away, bartering or exchanging any alcoholic beverage while on duty.
3. Giving away, bartering or exchanging alcoholic beverages to or with minors.
4. Being under the influence of alcoholic beverages or any drugs or substances declared unlawful.

Electronic Resources - Acceptable Use Policy

Henry County Schools provides Internet/World Wide Web access to school system staff and students (users). The purpose of this service is to provide teachers and students access to electronic resources that support job responsibilities and the teaching and learning process. User access to the Internet and other computer resources is a privilege, not a right. Therefore, users who violate rules for the use of electronic resources shall be subject to revocation of these privileges and potential disciplinary and/or legal actions.

The Internet Safety Policy and school system measures are designed to address safety and security when using direct electronic communication. Electronic resources include but are not limited to Internet, World Wide Web (WWW), chat rooms, electronic mail, data, online resources, online services, portable media, network information, licensed software, telecommunication resources, HCS Intranet and all other school system electronic messaging systems and data systems. Staff and students do not have a right to privacy while using the district's computer network. School officials can and will search data or e-mail stored on all school system-owned computers and networks with or without notice.

All users are expected to comply with Board of Education policy IFBGA, Electronic Communications, and follow school system regulations for the use of electronic resources. Such regulations include but are not limited to the following:

1. Email accounts are provided for professional and academic purposes. Email accounts should not be used for personal gain, personal business activities or to solicit for non-school system business; broadcasting of unsolicited messages is prohibited. District employees should use electronic resources to communicate confidential staff or student information only to those who are authorized to receive and with a need to know. This includes student assessment data.
2. Users are required to follow school system regulations which concern the use of electronic resources (i.e., will not damage computers, will not violate the privacy of users' files, will follow directions of staff or supervisors, will not be wasteful of resources).
3. Comply with network policies regarding student and staff logins including but not limited to circumventing desktop protection applications or internet filtering devices.
4. Use the Internet for appropriate educational resources.
5. Use electronic resources only with permission of an administrator or designated personnel.
6. Comply with copyright laws (giving credit to the rightful author and not distributing protected materials or software) and do not download or transmit confidential or copyrighted information.
7. Immediately report security problems or policy violations to appropriate school and/or district staff.
8. Do not use electronic resources in a manner that is obscene, insulting, purposely inaccurate, intimidating or knowingly offensive to others.

9. Do not access inappropriate, obscene or vulgar materials or show others how to access or use them.
10. Do not transmit computer viruses or any other malicious programs.
11. Do not intentionally damage or disrupt Internet/WWW services or network/hardware/software that provides delivery of electronic resources.
12. Do not install or remove software on any computer or server.
13. Do not share user IDs or passwords.
14. Do not utilize unauthorized user IDs or passwords.
15. Do not post messages or information and attribute to another user.

School system staff will employ the same supervision and care in determining and monitoring appropriate use of the Internet. Failure to abide by the Board policies and administrative procedures governing use of the school system's electronic resources may result in the suspension or revocation of system access, and can result in disciplinary action.

Henry County Schools has taken precautions to restrict access to inappropriate electronic materials; however, on a global network it is impossible to control all available content. A user may accidentally or purposely discover inappropriate information. Use of any information obtained via electronic resources is at the risk of the user. Henry County Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Henry County Schools will not be responsible for any damages a user may suffer, including loss of data or cost incurred from a commercial service. Henry County Schools will not be responsible for the accuracy or quality of information obtained through any telecommunication or electronic resource.

It is the policy of the Henry County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors, and (d) comply with the Children's Internet Protection Act [Pub. L No. 106-554 and 47 USC 254(h)].

Technology Equipment Agreement

- I understand that I am responsible for the technology equipment and accessories that are assigned to me for use as an employee of Henry County Schools.
- Computers cannot be reconfigured in any way during this time period. The computer that is being assigned to me is fully operational when I receive the device.
- I acknowledge that I am responsible for the replacement cost of the equipment due to loss by theft, fire or any other event that would support the replacement of the equipment if the equipment were damaged, lost, or stolen while left unattended at my assigned, work site(s), **OR** in the event that the equipment is used inappropriately or neglectfully at or away from my assigned work site(s).
- I acknowledge that policy IFBGA (Electronic Communications) applies to the use of this equipment.
- I acknowledge that the content and data distributed through technology equipment owned by Henry County Schools but in my possession may be subject to disclosure through the Open Records Act.

Emergency Management Plan / Emergency Drills

The Georgia Emergency Management Agency reviews and approves the school system's comprehensive School Safety Plan and each school's Emergency Management Plan. All school personnel have access to an Emergency Ready Reference, which is a guide for responding to various types of emergencies. Fire/evacuation drills are held on a monthly basis, and drills for severe weather, lockdown of the school, and bus evacuation will be held at least once each year. For additional information regarding school safety, contact your principal/supervisor or the Administrative Services Department.

Employee Use of School Facilities

Community Use of School Facilities of Henry County Schools is extended to all employees. Any employee wishing to use a school facility must submit an application to the principal of the school. Employees must adhere to the procedures and fee schedule in Henry County Board of Education Policy KG, Community Use of School Facilities. For additional information, contact Maintenance and Facilities.

Facility Modifications

To ensure the Henry County Board of Education is adhering to local, state, and federal codes and regulations, and to provide for the safety of those who use school facilities, it is necessary to monitor and control all modifications to school facilities and property. All facility and property modifications, of any sort, must be submitted in advance and approved by the Executive Director of Facilities, regardless of the funding source for the work or who performs the work. Such modifications include, but are not limited to additions, renovations, alterations, signage, lighting, fencing, drainage systems, playground systems, shrub and tree plantings, painting, wall and floor coverings, plumbing, electrical, HVAC, and electronic work.

Grading and Permanent Records

Only approved professional personnel are to record grades on student work and grades or any other information on student records. Student grades and record information are not to be recorded by paraprofessionals or any other non-certificated personnel.

Homeless Children and Youth

The McKinney-Vento Homeless Act defines homeless children and youth as those who lack a fixed, regular, and adequate nighttime residence. To obtain information regarding the specific provisions of the Act, please contact the School Social Worker or the Administrative Services Department.

Instructional Equipment

Instructional equipment is costly to repair or replace. Paraprofessionals who are cleared to use instructional equipment must be trained, demonstrate proficiency in using the equipment, and be approved by the principal.

News Media

Informing the public about the successes experienced in Henry County Schools is an important component of public relations. News to be published should be coordinated and cleared for release to the news media. All school news, programs, or activities to be highlighted through any news media should be submitted to the principal. The principal will contact the Communications Specialist-Central Office at 770-957-5107 for further procedures and clearance.

Parking

School system employees, students, and visitors must park vehicles in parking spaces provided. Parking on the grass, ball fields, sidewalks, or other areas that are not designated as parking spaces is prohibited. This requirement is necessary for the safety of everyone, to maintain access for ingress and egress of emergency vehicles, to maintain access to handicap facilities, to be in compliance of the Americans for Disabilities act (ADA), and to prevent damage to landscaped areas of the school system facilities.

Pledge of Allegiance

Each student will be given the opportunity during the school day to affirm allegiance to the United States of America.

Release of Students

Employees are not allowed to release students from school to run errands, to eat lunch off campus, or for any other reason. To do this is in violation of Henry County Board of Education policy. ONLY THE PRINCIPAL OR THE PRINCIPAL'S DESIGNEE is authorized to release a student during the school day and this release must be within the guidelines of Board policy.

Safe and Healthy Facilities

To protect against the threat of fire, items such as electric skillets, crock pots and other cooking devices are prohibited for use in any location of the school other than the kitchen. In addition, candles or other open-flame devices are prohibited in any location of the school other than science labs that are equipped for such use. To protect the respiratory health of students and staff members, plug-in type air fresheners and chlorine-based cleaning materials are prohibited for use in facilities.

Please contact the Executive Director of Facilities for additional information regarding fire, safety and health regulations for school facilities.

Scholarship Programs for Teachers and Paraprofessionals

For more information, contact the Georgia Professional Standards Commission (www.gapsc.com) and/or the Georgia Student Finance Commission (www.gsfc.org).

School Nurses and Clinic Aides

School nurses and clinic aides serve as care providers and advocates for the promotion and protection of the health status of all Henry County Schools students. School nurses and clinic aides collaborate with parents, educators, and existing community health resources to provide appropriate information and/or services to address students' needs.

School Social Worker Services

School social workers deal with students, parents, school personnel, and community agencies to build effective relations among all groups. The social worker establishes communication between individual schools and the home when chronic problems interfere with a student's education.

Sexual Harassment

All staff members are entitled to a work environment free from all forms of discrimination, including sexual harassment. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. Among behavior that might be considered sexual harassment is behavior: (1) which is not welcome, (2) which is personally offensive, (3) which debilitates morale, and (4) which therefore interferes with work effectiveness.

Offensive sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his/her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive verbal or physical conduct of a sexual nature is strictly prohibited. No individual shall threaten or insinuate, either explicitly or implicitly, that a staff member's refusal to submit to sexual advances will adversely affect the staff member's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

If any staff member has questions concerning this policy or if any staff member believes he or she has been subjected to sexual harassment, the staff member should contact the Assistant Superintendent of Administrative Services. If a staff member feels the Assistant Superintendent of Administrative Services cannot be responsive to a possible violation, the staff member may contact the Superintendent directly.

Silent Reflection

At the opening of each school day, each classroom teacher shall conduct a brief period of quiet reflection for not more than 60 seconds. This moment of quiet reflection is not intended to be and shall not be conducted as a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

Student Allegations of Employee Misconduct

Instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student should be reported to the principal or the Assistant Superintendent of Administrative Services. As authorized by Georgia Law, if it is determined the student deliberately falsified or misrepresented information alleging employee misconduct, the student will be subject to disciplinary action that may include suspension or expulsion.

Tobacco Use

In compliance with the Pro-Children Act of 1994 (Title X of Public Law 103-227), the Georgia Smoke-Free Air Act of 2005 (O.C.G.A. 31-12A-1), the Georgia Youth Access Law (GA. Code ANN. § 16-12-171) and the No Child Left Behind Act, smoking and use of other tobacco products shall be prohibited by all school

district employees while on Board of Education property, while attending or participating in on-campus or off-campus school activities or events, or while on any school bus.

School district employees shall be prohibited from using any tobacco products while on Board of Education property at any time, or while supervising students at any time, or while operating a vehicle owned by the school district.

School district employees who violate this policy may be subject to appropriate disciplinary action, including reprimand, suspension with or without pay, or termination.

Vehicle Searches

All vehicles parked on Henry County School District properties (including but not limited to students, staff, and visitors', vehicles) are subject to canine search. Any canine alert or other canine response to sniffing may result in search of vehicle. The act of bringing any vehicle onto Henry County School District property shall be deemed to be a consent by the owner and any user and passenger of such vehicle to any search of such vehicle as set forth in this handbook or in any other policy of procedure of the Henry County School District.

Violation of Laws

The Superintendent is required to make a written report to the Board of Education if a written complaint from any school employee or parent of a child is received by the Superintendent contending that any "school system educator employed by the local unit of administration" has committed any one of the following crimes:

1. Violent crimes such as murder, manslaughter and kidnapping.
2. Sexual crimes such as rape and sexual exploitation of a minor.
3. Drug-related offenses.
4. Any offense involving theft.
5. Unlawfully operating a motor vehicle after being declared a habitual violator.

Weapons

It is unlawful and a violation of Henry County School District rules for any person to carry, possess, or have under his/her control any weapon or explosive compound while at a school building or on school property, at a school function, or on a bus or other transportation furnished by the school, except to the extent specifically permitted by law. Any person violating, or believed to be violating, any law concerning a weapon or explosive compound will be reported to the appropriate authorities for investigation. Any person violating, or believed to be violating, any law concerning a weapon or explosive compound will be reported to the appropriate authorities for investigation. Violation is a felony punishable by a fine up to \$10,000.00, imprisonment for not less than two (2) years and no more than ten (10) years, or both.

Please see the Henry County Schools Student Handbook or the notice at the entrance of your school for a definition of an explosive compound or weapon. Adults, including employees, are subject to the same prosecution as students for violating the law.